

PORTLAND HARBOR OUTREACH CONFERENCE CALL NOTES

February 27, 2012

ATTENDEES*

Alanna Conley (Host)	Jim Anderson	Ann Beier	Karen Bishop
Charlie Burr	Marian Cathedral	Kim Cox	Marcia Danab
Debbie Deetz Silva	David Harvey	Kim Heiting	Chip Humphrey
Kristine Koch	Krista Koehl	Claire Levine	Rose Longoria
Erin Madden	Diane Mayse	Jim McKenna	Dan Phalen
Barbara Smith	Josh Thomas	Susan Wilson	

**Bolded text denotes attendees present during call*

I. Comments on Public Information Session Agenda

Prior to the meeting Alanna Conley had forwarded two draft Public Informational meeting agendas. Once the agenda becomes finalized it would be used with all public informational sessions, including the April 11 CAG meeting. The plan is to have four meetings with four different audiences: the CAG and general public, a secondary general public meeting outside of the CAG's general meeting, the business community and local government officials.

All the meetings would run two hours, with the focus being on the FS. Dan Phalen suggested the Tribes be added to the acknowledgements section. It was also recommended to acknowledge the Community Advisory Group.

Alanna directed the discussion to the meeting's purpose (three bulleted items) and asked if anyone had other items they want brought to the forefront. Ann Beier wondered if background should be moved further up in the agenda. She also suggested breaking the last bullet into two separate ones. Jim Anderson noted the importance of stating ground rules, especially with regards to staying on track with the agenda's time constraints. Kim Cox suggested the need for the facilitator to limit expectations and clearly state the purpose of the meeting.

The group moved onto the Burning Questions section, where Jim McKenna noted the importance to the CAG of having first shot at questions. As for background, EPA would provide the site history and sediment cleanup, and Alanna envisions using flowcharts and diagrams for people to view prior to the meeting, which would also help with providing background information. Jim A. indicated 10 minutes would be sufficient for source control, but since he just completed a presentation before the CAG on the topic, their time would be considerably less.

The question of whether two hours would be a sufficient amount of time was addressed. Most felt attention spans grew less for periods longer than two hours. EPA, DEQ and LWG representatives would be accessible after the meeting, and various materials would also be available to people. Ann suggested more time be spent on background and less on the FS since many individuals would be hearing the information for the first time. She recognized the CAG meeting would be different; as Kim pointed out CAG members know the background and they have been waiting for the FS.

Kristine Koch recommended removing the burning questions to add more time for the site history. Dan offered his experience as a facilitator, where he frequently found people arrived to meetings

with a burning question on their minds. Until the question gets vocalized, it can act as a listening block. Dan has found that by taking a few minutes to write questions on a flip chart, which lets people know their question will be addressed, tension gets released. This technique also provides the presenter with an idea of what an audience wants, and lends credibility by giving credence to the audiences' thoughts.

After discussion on the Next Steps agenda item it was decided a better term for Next Steps would be Wrap-Up. Ann suggested all acronyms be spelled out for the public's clarity.

ACTION ITEM: Alanna will make the changes to the draft agendas and send out to everyone.

II. FS Information Session During April 11th CAG Meeting

In anticipation of having a hundred people attend, the April 11th CAG meeting location has changed to the St. John's Community Center. The CAG has stated they want an overview presentation for their April 11th meeting and then in subsequent meetings (May and June) the presentations can become more detail oriented. The CAG typically has its own agenda and Jim M recommended the group touch base with Jim Robison. Alanna indicated that she had spoken with Jim and he had stated the April meeting would be completely dedicated to the FS. Since April 11th is the CAG's meeting, Barbara recommended Jim R. conducts the welcoming and closes the meeting.

III. Opportunities to Present to Local Government

The region has various local governments, including the City, the Port, Multnomah County and Metro. Ann suggested the group invite elected officials to forums. Barbara clarified that the group's interest in presenting before local government stemmed from the desire to reach a broader audience through local government briefings, such as a City Council meeting, which are streamed online and taped. Ann offered the option of using a city facility, where the community broadcast people could tape and stream the meeting.

ACTION ITEM: Ann will research availability of city building spaces

IV. Potential Dates/Locations for FS Information Sessions

Several locations and dates have been identified, but are not yet finalized. In addition to the CAG's April 11th meeting, the other date and location pinned down is April 18th at the June Key Delta Center. It was determined the week of May 23 through the 27th would not work because of the major EPA and LWG's meetings. April 12 and 19 worked best for additional meetings. The group decided day meetings would better accommodate the business community, and a downtown location might also be more amenable to this audience. Dan suggested rooms with moveable seating arrangements worked better than fixed seating.

V. Advertising

EPA would advertise meetings on their listserv, as well as send out meeting notices with the agenda and some site background information. In addition, EPA, the CAG and LWG's websites would all advertise meeting locations. Barbara indicated the LWG will have products available by the end of March, including an Executive Summary, a one to two-page overview summary in plain, easy to

understand language, and a PowerPoint deck slide. The entire FS will be available on LWG's website. For those without Internet access the public libraries will have a copy of the FS. Rivers Digest and the Riverkeepers were other options.

In wrapping up the call, Jim A. noted for the April 11 CAG meeting, instead of going into the history, it might be prudent to give a synopsis of where we, and to talk about the RA and focus on the risks. Chip Humphrey agreed, stating the group can address why there is a FS and what are the conclusions of the RA. Tell them what the risk drivers are and how the FS addresses them.

Barbara also recommended that the group acknowledges the CAG's input and how it had impacted the material.

Next meeting is planned for Tuesday, March 13 at 9:00 a.m.